



**Office of the Governor
State Chief Information Officer**

Security Policy and Guidelines

- Title:** Policy and Guidelines for Developing Filtering and Monitoring Policies for State Employees and Third Party Contractors Using State Information Systems
- Purpose:** To establish requirements and guidelines for policies that disclose to employees and third party contractors using state information systems the situations in which and the purposes for which filtering and monitoring may occur.
- Scope:** This policy applies to all public agencies, their agents or designees subject to N.C.G.S. Article 3D of Chapter 147, "State Information Technology Services." Use by local governments, LEAs, community colleges, constituent institutions of the University of North Carolina and other public agencies is encouraged to the extent allowed by general statutes.
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POLICY STATEMENT

Agencies have the right and ability to monitor and filter use of information systems by employees and third party contractors.

Agencies using monitoring and filtering technologies must establish policies to provide adequate notice to state employees and third party contractors of what a state agency will be filtering and/or monitoring. The policies shall include the circumstances under which filtering and monitoring will take place.

GUIDELINES

- Examine information technology processes and determine all instances in which individually identifiable information is collected when an employee or third party contractor uses agency information resources.
- Specify the scope and manner of monitoring for any information system and never exceed the scope of any written monitoring statement in the absence of any clearly stated exception.
- When appropriate, obtain a written receipt from state employees and third party contractors acknowledging that they have received, read and understood the agency's filtering and monitoring policies.
- Inform state employees and third party contractors of any activities that are prohibited when using agencies' information systems.

AUTHORITY

The State CIO is authorized to adopt this policy. G.S. §147-33.110.